## California Department of Veterans Affairs



## "Veterans First"

**Classification:** Staff Services Analyst - Permanent, Full-Time

Range A \$2632-3201.00 Range B \$2850-3465.00 Range C \$3418-4155.00

**Location:** Veterans Home of California-Barstow

**Apply:** Current State employees within this classification or those who are eligible on a

certification list, transfers, or reinstatements. SROA/SURPLUS PROVISIONS

APPLY.

**Duties and** 

**Responsibilities:** *Under supervision from the Veterans Home Administrator:* 

Act as lead over transactions and support staff in Human Resource Office.

Provides consultation to management on issues relating to classification and pay, adverse actions, worker's compensation, return to work.

Acts as liaison with State Compensation Insurance Fund.

Provide consultation and training to supervisors and managers on progressive discipline, workers compensation, reasonable accommodation and return to work program.

Monitor claims, costs, review medical and specialist medical reports, maintain CAL-OSHA activity logs

Responsible for the certification and contact process for hiring, recruitment, advertisement, and selection process.

Desirable Qualifications:

Exercise a high degree of confidentiality, initiative, responsibility and independence in performing a heavy workload with a strong commitment to customer service.

Knowledge of Personnel transactions, workers compensation, classification and pay, certification process, and progressive discipline.

Ability to analyze data and make recommendations.

Ability to analyze situations accurately and take effective action.

Ability to interpret and apply SPB, DPA, and SCO laws, rules, regulations and procedures.

Chairperson certified.

**How to Apply:** Candidates should submit a State Application (STD. 678) and résumé to:

**Inquiries:** 

Department of Veterans Affairs Voice: (760) 252-6282 Veterans Home of California, Barstow TDD: (760) 252-6234

100 E. Veterans Parkway Barstow, CA 92311

**Attn: Sharlene Goddard** 

Final Filing Date: 09/26/06

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUGFREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED. 574-280-5157-001

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